

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE SPECIALIST - 30080

Monthly Salary Range: \$3176 - \$4502

Option 4 - Computer Systems
Select options of your choice.

General duties: An Office Specialist performs complex, specialized paraprofessional or technical functions requiring substantial originality, responsibility and technical knowledge and understanding of the agency program and/or applications; presents complex ideas in a clear and concise manner, explains rules, regulations and procedures and makes decisions concerning unusual or unique situations or problems based on general guidelines or previous decisions where interpretation and judgment is inherent in work performed; may serve as a designated lead worker of office support staff involved in complex, specialized clerical and paraprofessional/technical work or a large group of office support staff involved in difficult and responsible clerical work.

Desirable training and experience: Completion of two years of secretarial business college and one year of office experience, or completion of high school and three years of office experience; or three years of independent business experience; or equivalent training and experience.

Knowledges tested: Office Automation & Technology; Word Processing; Records Management; Lead Worker Procedures.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

6/1/91 TX, (RC-028-11B) Salary 7-1-13, Counties Updated 3-29-13,
Removed SS4 Options 4-19-10 Created Separate Option 4 Announcement 11-15-13

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility: One year.

Counties in which Option 4 positions are established: Cook, Kane, LaSalle, Madison, Randolph, Sangamon, Will, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.